



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: WWW.DPR.DELAWARE.GOV

PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, January 11, 2010 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building
MINUTES APPROVED:	April 12, 2010

MEMBERS PRESENT

James Brockton, President
Kathleen Bartron, Vice-President
Jill Fuchs, Secretary
Leslie Persans, Education Officer
Charlie Eggleston
Victor Kennedy
Keith Rudy
Kevin Reinike

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Eileen Heeney, Deputy Attorney General
Gayle Melvin, Administrative Specialist III

MEMBER ABSENT

Richard Snyder

ALSO PRESENT

Jen Allen

CALL TO ORDER

Mr. Brockton called the meeting to order at 9:00 a.m. Mr. Reinike was welcomed to the Board.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the October 13, 2009 meeting. Ms. Persans made a motion, seconded by Ms. Fuchs to approve the minutes. The motion was unanimously carried.

NEW BUSINESS

Ratification of Application for Manufactured Home Installer License by Reciprocity

Ms. Bartron made a motion, seconded by Ms. Fuchs to ratify the following application for a manufactured home installer license by reciprocity:

James S. Nelson, Jr.

The motion was unanimously carried.

Discussion: Continuing Education

Ms. Persans thanked Ms. Allen for her help in planning the continuing education course. Ms. Persans advised that she had contacted New Castle County and they plan to hire Mr. Porter themselves to offer the course for their inspectors. They will send a written request for approval. A discussion was held about inactive status and the renewal fee. Ms. Allen reported that First State Manufactured Housing Association will hold two 2-day courses, one on May 11th and 12th and the other on August 18th and 19th. She will offer one course in Kent County and one course in Sussex County. The cost of the course has not yet been determined. Ms. Melvin reported that she had spoken to Mr. Porter and he had requested that a Board member participate in the course. Mr. Eggleston agreed to participate.

Review of Continuing Education Course

Ms. Bartron made a motion, seconded by Mr. Eggleston to approve the following continuing education course:

First State Manufactured Housing Association
Delaware 2010 Continuing Education – 10 hours

The motion was unanimously carried.

PUBLIC HEARING

9:15 a.m. – Public Hearing Regarding Proposed Revisions to the Rules and Regulations

Mr. Brockton called the Public Hearing to order at 9:17 a.m. The Board proposed to revise its Rules and Regulations. The proposed revisions implement recent amendments to the Board's licensing law, chapter 44 of Title 24 of the *Delaware* Code. Specifically, Rule 3.1.4 is amended to clarify that either the applicant, or the applicant's employer, must hold a surety bond or an irrevocable letter of credit in an amount equal to or greater than \$10,000 and that the original documentation must be submitted to the Board by the provider of the bond or letter of credit. Similarly, Rule 3.1.5 is amended to clarify that either the applicant or the applicant's employer must carry liability insurance in an amount equal to or greater than \$10,000 and that a notarized certificate of insurance must be submitted to the Board by the insurance carrier. A new Rule

8.5.3 is added to give the Board the express authority to impose the full range of available sanctions on licensees who are found to be in violation of the CE requirements. Finally, Rule 12.0 is revised to provide that the designation to be displayed on work vehicles may include the abbreviation "Lic. Mtd. Home Installer" and that the designation must be displayed in not less than two inch, rather than three inch, letters and numbers. Notice of the Public Hearing was published in two Delaware newspapers. Notice of the Public Hearing was published in the Delaware Register of Regulations. Verbatim testimony was recorded by Ms. Melvin. No written comments were received. No public comments were received. At 9:19 a.m., the Board went off the record and held deliberations. At 9:23 a.m., the Board went back on the record. Mr. Eggleston made a motion, seconded by Ms. Persans to adopt the proposed revisions as presented. The motion was unanimously carried. Board members signed the final order prepared by Ms. Heeney. The Public Hearing closed at 9:24 a.m.

NEW BUSINESS CONTINUED

Ratification of Application for Manufactured Home Installation Inspector Certification

Ms. Fuchs made a motion, seconded by Ms. Persans to ratify the following application for manufactured home installation inspector certification:

Jennifer Norwood

The motion was unanimously carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no other business before the Board.

PUBLIC COMMENT

There was no public comment at this meeting.

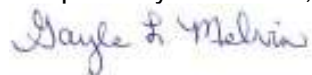
NEXT SCHEDULED MEETING

The next meeting was scheduled for March 8, 2010 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. Persans made a motion, seconded by Ms. Bartron to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 9:38 a.m.

Respectfully submitted,



Gayle L. Melvin
Administrative Specialist III